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ABSTRACT

This booklet is the third in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objectives of this unit are to learn the basic functions of the card catalog and demonstrate knowledge of the material by answering the questions and exercises in the booklet. Cartoons and drawings provide illustrations of the subject matter. (JAB)

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Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Card Catalog 3

CAREER EDUCATION
County Office of Vocational And Adult Education
Dade County Public Schools

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LAP 3 - LIBRARY SKILLS

COMMUNICATIONS - LIBRARY A & B

CARD CATALOG

Your objectives:

You will:

1. Demonstrate your knowledge of the basic functions of the card catalog to the librarian in your library.

2. Demonstrate your ability to use the card catalog.

LAP 3 - LIBRARY SKILLS

COMMUNICATIONS - LIBRARY A & B

CARD CATALOG

Part I

A catalog is a list.

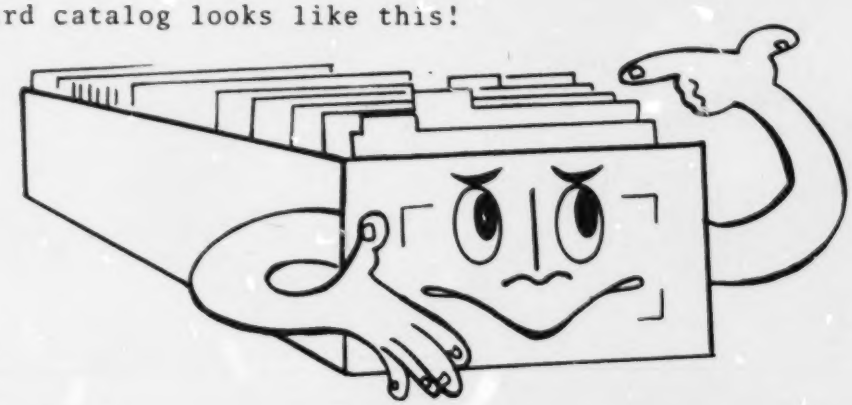
A telephone book is a catalog of _____.

A dictionary is a catalog of_____.

The Sears and Roebuck catalog is a catalog of_____

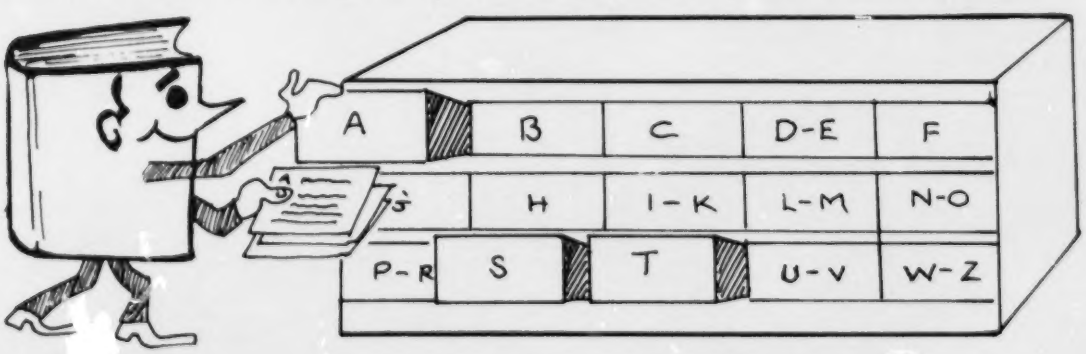
_____.

A card catalog looks like this!



A card catalog is a list of all the books in the library. The arrangement of the cards is alphabetical. The cards are three inches by five inches in size.

Most books have at least three cards in the catalog. One is the author card, one is the title card, and one is the subject card. The following little play may help you to understand.



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CARD CATALOG

Jack..."Hi, Mrs. Biblio!"

Mrs. Biblio..."Hi, Jack."

Jack..."Have you got any books on sharks?"

Mrs. Biblio..."Yes, we've got lots, Jack."

Jack..."Where are they?"

Mrs. Biblio..."Look in the card catalog in the "S's" under sharks, Jack."

(Jack looks up the subject "sharks" and sees this:

SHARKS

597
RIE

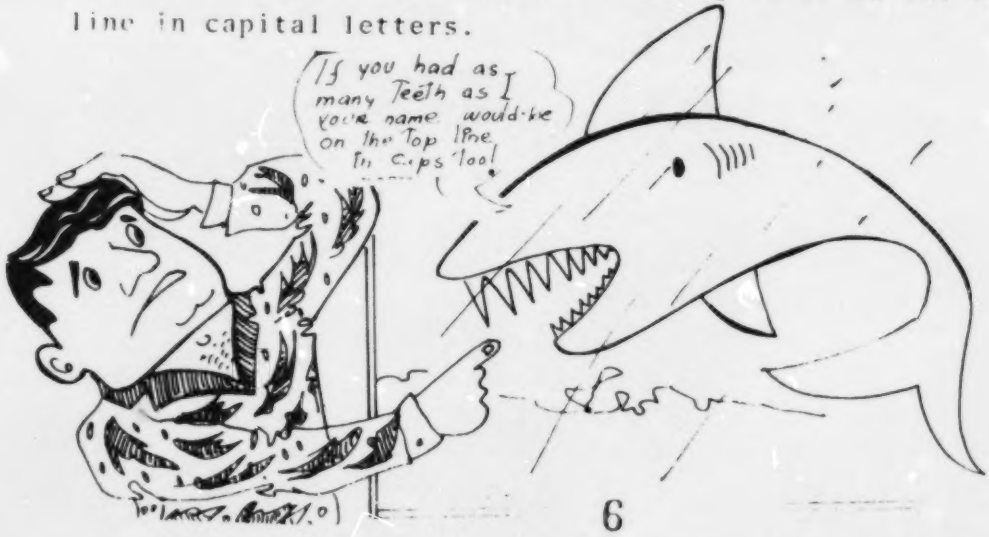
Riedman, Sarah R.
Focus on sharks, by Sarah R. Riedman and Elton I. Gustafson.
Abelard-Schuman [c1969]
256p illus

Describes the characteristics, habitats and various species of sharks as well as their value to man. Bibliog

1 Sharks I Jt auth II.T

01057 01 038724 THE BAKER & TAYLOR CO 5239

This is a subject card because the subject is on the top line in capital letters.



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CARD CATALOG

(Later)

Mrs. Biblio..."Look who's here! It's David! Haven't seen you in a long time, David."

David..."Hi, Mrs. Biblio. I'm looking for books by an author named Riedman. Jack said she had written a great book on sharks."

Mrs Biblio..."Look in the card catalog under the name "Riedman" and you'll see all the books we have in the library that Riedman wrote."

(David looks under the author Piedman and sees this):

597 RIE	Riedman, Sarah R. Focus on sharks, by Sarah R. Riedman and Elton I. Gustafson. Abelard-Schuman [c1969] 256p illus Describes the characteristics, habitats and various species of sharks as well as their value to man. Bibliog 1 Sharks I Jt auth II T

01057 01 038724 © THE BAKER & TAYLOR CO. 5239

This is an author card because the author's name appears on the top line.

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CARD CATALOG

(Later)

Bill..."Say, Mrs. Biblio, do you have a book called Focus On Sharks? David said it was sure a good book."

Mrs. Biblio..."Look under the title "Focus On Sharks" in the "F's" and I'm sure you will find it, Bill."

(Bill looks in the "F's" and sees this:

Focus on sharks

597
RIE

Riedman, Sarah R.
Focus on sharks, by Sarah R. Riedman and Elton T. Gustafson.
Abelard-Schuman [c1969]
256p illus

Describes the characteristics, habitats and various species of sharks as well as their value to man. Bibliog

1 Sharks I Jt auth II T

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This is a title card because the title appears on the top line. (Notice that in all three cards the title has appeared below the author's name.)

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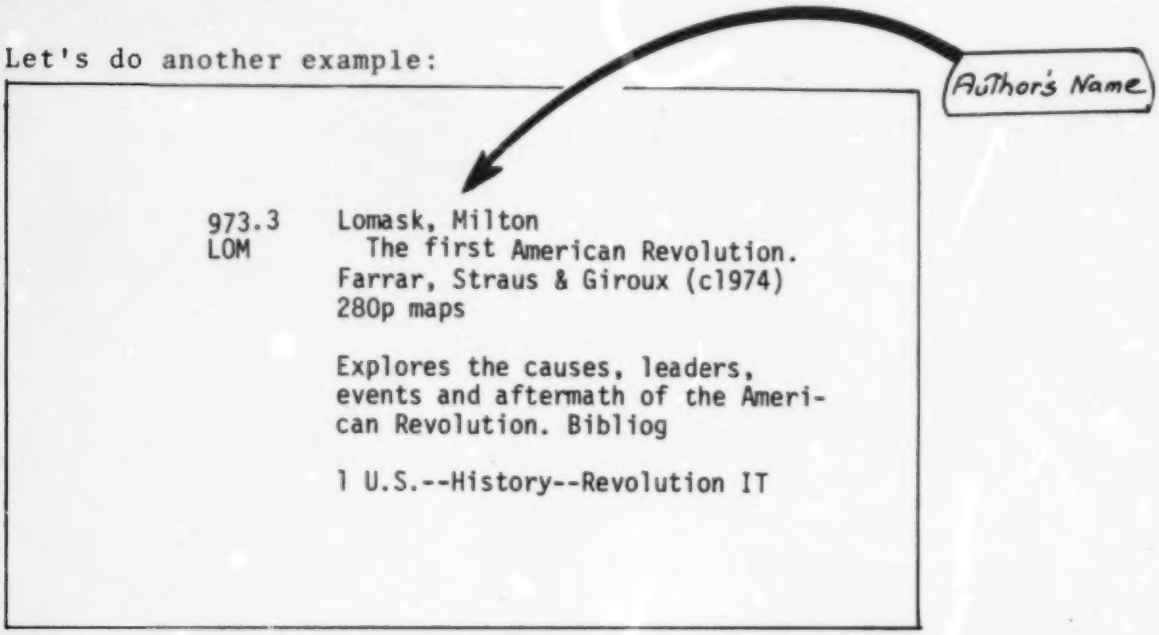
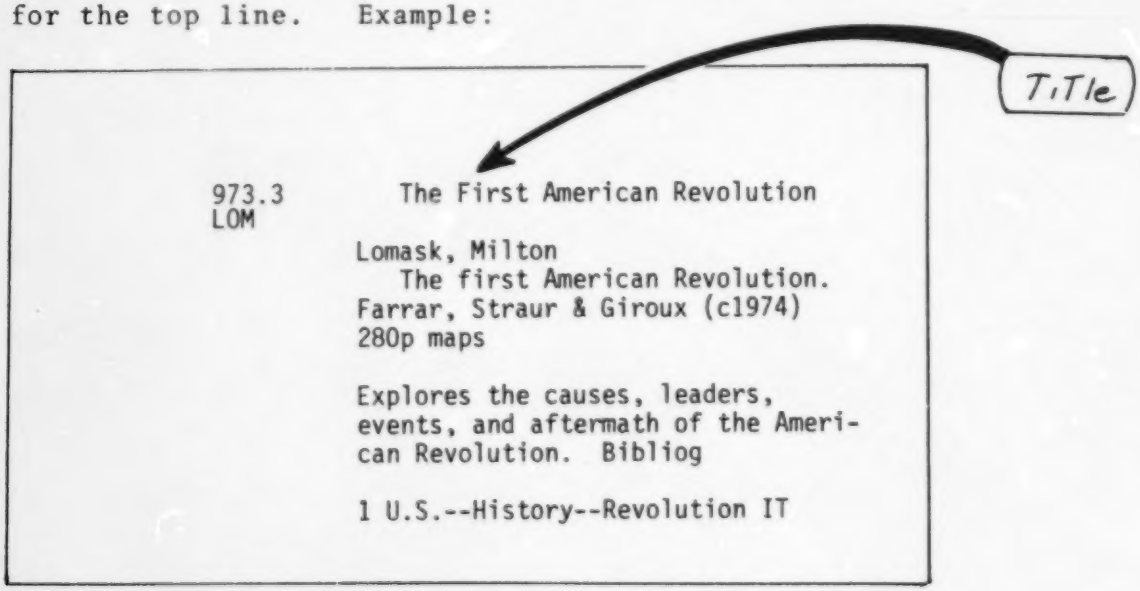
CARD CATALOG

When a new book comes into the library, a set of cards is either made for it by the librarians or purchased already printed. All the cards originate as author cards.

Let's do another example:



Notice that the author's name appears on the top line. All the cards for this book will look exactly like it except for the top line. Example:



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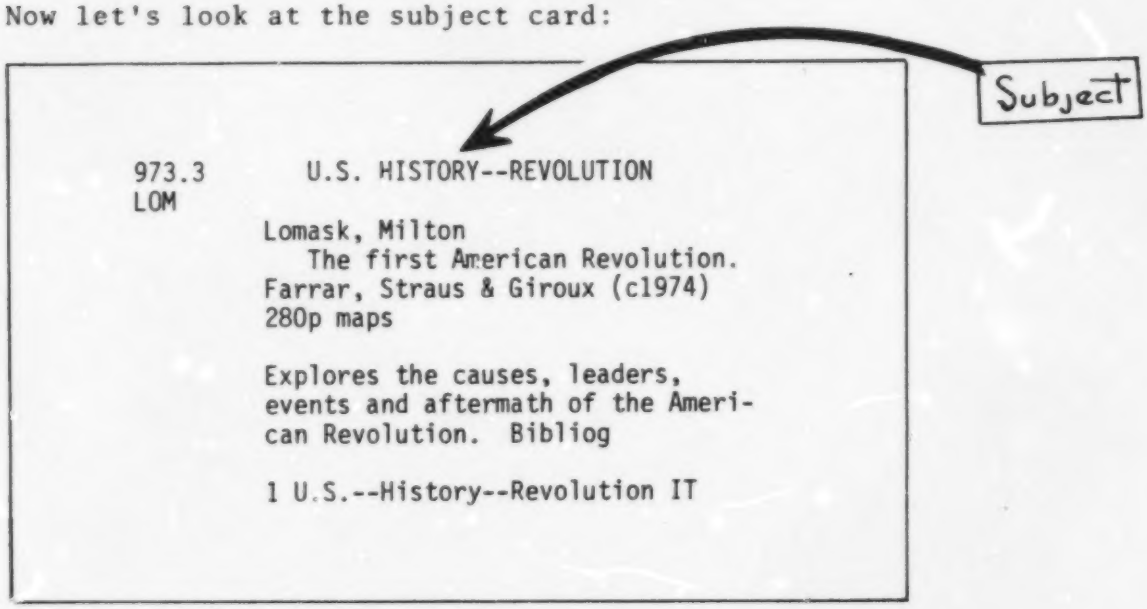
CARD CATALOG

Notice that this card is exactly like the last one except that the title "The first American Revolution" has been added above the author's name. This makes it a title card.

Now let's look at the subject card:



It too is just like the author card except at the top the subject has been added in capital letters. Now it is a subject card.

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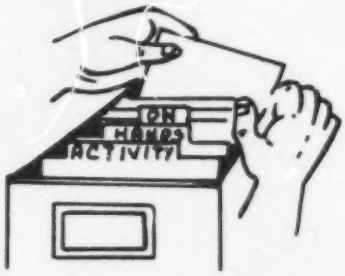
CARD CATALOG



Do this activity to see what you have learned. Here are three cards just alike. They are all author cards because the author's name appears on the top line. Make one card a title card (the title is "Fat Free") and one card a subject card (the subject is "Weight Control"). If you feel that you do not understand, go back and re-read the preceding information.

613.2
GIL

Gilbert, Sara
Fat free; common sense for young weight worriers. Macmillan (c1975)
114p

Adolescents are provided with scientific facts about obesity, diet plans, and exercises. Bibliog

1 Weight control IT

613.2
GIL

Gilbert, Sara
Fat free; common sense for young weight worriers. Macmillan (c1975)
114p

Adolescents are provided with scientific facts about obesity, diet plans, and exercises. Bibliog

1 Weight control IT

613.2
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Gilbert, Sara
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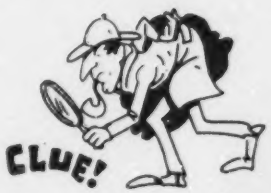
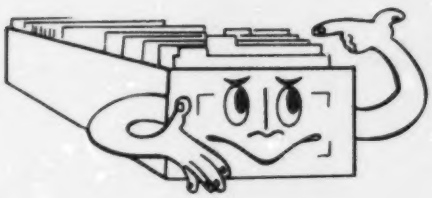
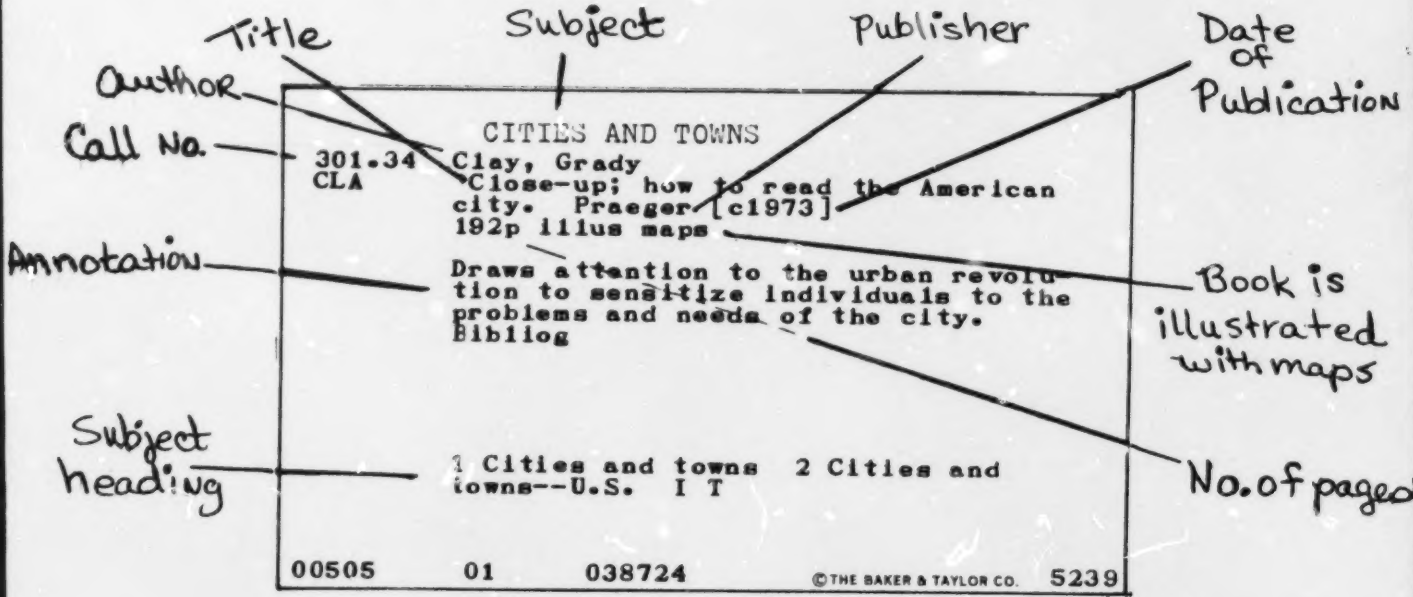
CARD CATALOG





Now let us examine one card very closely and try to understand all its parts.


Title
Subject
Publisher
Date of Publication
Author
Call No.
Annotation
Book is illustrated with maps
Subject heading
No. of pages
CITIES AND TOWNS
301.34 CLA
Clay, Grady
Close-up; how to read the American city. Praeger [c1973]
192p illus maps
Draws attention to the urban revolution to sensitize individuals to the problems and needs of the city.
Bibliog
1 Cities and towns 2 Cities and towns--U.S. I T
00505 01 038724 ©THE BAKER & TAYLOR CO. 5239

Now let's discuss in detail the meaning of all these parts. You are already familiar with the subject,

CITIES AND TOWNS

This indicates the subject matter to be found within the book. So you know that this particular card is a subject card.

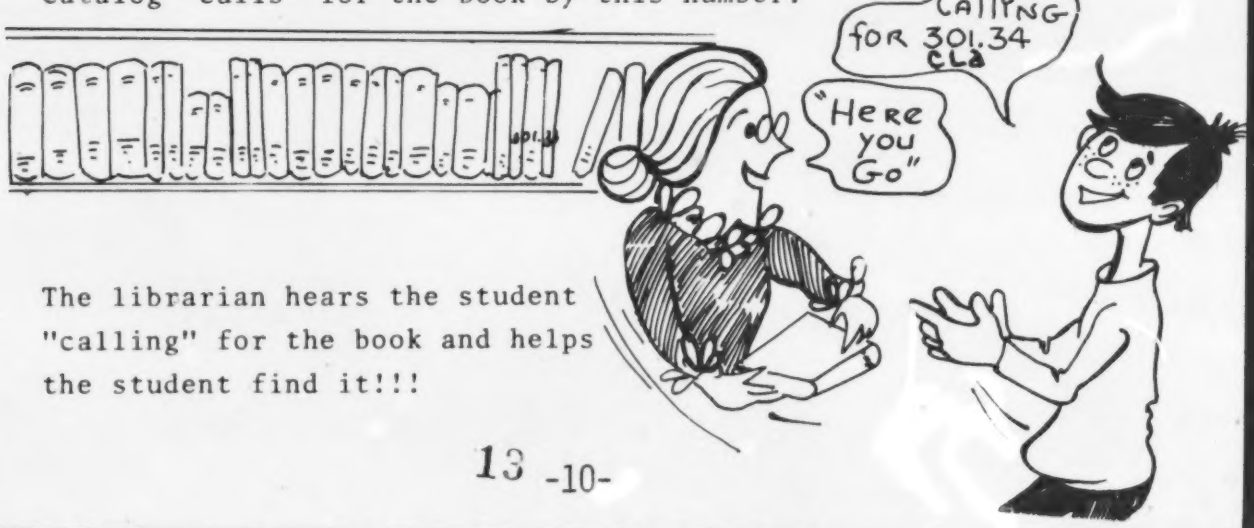
Now find the call number. Notice that it is

301.34
Cla

The call number is composed of two parts as you can see. The first part is the classification number which is 301.34. The classification number is the Dewey Decimal number which is assigned to the book because of the subject matter within the book. This book, Close-up, is a book in the area of sociology so it falls in the 300 section of the Dewey Decimal Classification System. You have learned more about this in the LAP book called "Library Keys." The second part of the call number consists of the first three letters of the author's last name. Since the author's last name is Clay, the first three letters of it are "Cla." The whole call number once again is:

301.34
Cla

The call number is so-called because the user of the card catalog "calls" for the book by this number.



The librarian hears the student "calling" for the book and helps the student find it!!!

CARD CATALOG

Now find the author's name. Notice that his name is the first thing on the card (except for the call number) that is indented out to the left. See that the author's last name, Clay, comes first followed by his first name, Grady.

Locate the title of the book. Notice that it is underneath the author's name. The title is always underneath the author's name. If you keep this in mind, it will make it easier for you to comprehend the catalog cards. Close-up is what is known as the short title. The full title, however, is:

Close-up; How to read the American City

Now find the publisher and the date of publication.

Praeger (c1973)

You can always find the publisher by looking right before the date. The name or names directly before the date will always be the name of the publisher. The publisher, Praeger, is the company that bought the book from the author, manufactured the book, and sold the book to bookstores and libraries. The publisher is usually a large company which is in business to make money. The date that follows the name of the publisher, in this case 1973, indicates the year that a copyright was granted by the U. S. Copyright Office to the author to protect his legal rights much as a patent is granted to an inventor to protect his legal rights.

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CARD CATALOG

CITIES AND TOWNS

301.34 Clay, Grady
CLA Close-up; how to read the American city. Praeger [c1973]
192p illus maps

Draws attention to the urban revolution to sensitize individuals to the problems and needs of the city.
Bibliog

1 Cities and towns 2 Cities and towns--U.S. I T

00505 01 038724 THE BAKER & TAYLOR CO. 5239

Now find the number of pages in the book. It is 192 pages. If the book has pictures, it will say "192p illus." meaning that there are illustrations or pictures in the book. It does not mean that there are 192 illustrated pages! This book has only maps to illustrate the book so it says,

192p illus maps

Now go down to the annotation.

"Draws attention to the urban revolution to sensitize individuals to the problems and needs of the city.
Bibliog"

The annotation is a note about the book telling you what is in the book. This helps you to know whether you really want this book; whether it has the information in it that you are looking for.

LAP 3 - LIBRARY SKILLS

COMMUNICATIONS - LIBRARY A & B

CARD CATALOG

Finally, let's check out the subject headings at the bottom of the card.

1 Cities and towns 2 Cities and towns--U.S. I T

Now this means that there will be two subject cards and one title card. The subjects will be typed in capital letters above the author's name and the title will, of course, be typed in small letters above the author's name. Example:

CITIES AND TOWNS
Clay, Grady

and this:

CITIES AND TOWNS--U.S.
Clay, Grady

and this:

Close-up; how to read the American city
Clay, Grady

Subject headings are put at the bottoms of the cards mainly for use by the librarian, but the catalog user can find them helpful to refer him to related subjects in the catalog.

The numbers and names at the extreme bottom of the card have no importance to the librarian or to the user of the card catalog. They were put there by the company that manufactured the catalog cards. Catalog cards made by the librarians in the individual libraries do not have such numbers and letters.

LAP 3 - LIBRARY SKILLS

COMMUNICATIONS - LIBRARY A & B

CARD CATALOG

Here are two little tests to take. If you cannot answer the questions, go back and re-read the last several pages. Then answer all the questions. Show your answers to the librarian who will grade the tests on the spot and put your grades into the grade book.

398
Emr Emrich, Duncan
The nosense book of riddles, rhymes, tongue twisters, puzzles and jokes from American folklore; illus. by Ib Ohlssen. Four Winds 1970
266p illus

The material in this book is grouped under heading such as riddles, game rhymes (counting out, hide and seek, skip rope, ball bouncing, teasing), autograph album and memory book rhymes, tongue-twisters, nosense and funsense. A section of notes includes discussion of these various types of folklore. (Publisher)

Folklore-U.S. title

1. What kind of card is this?_____
2. What is the title of this book?_____

_____

3. What is the name of the author?_____
4. Is the book illustrated?_____
5. If illustrated, is the illustrator's name given?_____

_____

6. What is the publisher's name?_____

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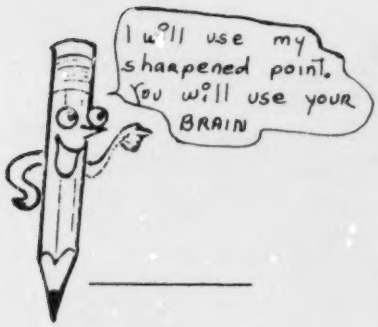
COMMUNICATIONS - LIBRARY A & B

CARD CATALOG



7. How many pages in this book?_____ _____

8. What is the copyright date?_____

9. What is the classification number?_____

10. What is the call number?_____

11. Is there an annotation?_____

12. If there is an annotation, give the first four words of it._____

F CYPRUS-FICTION
For Forman, James
The shield of Achilles. Bell Bks. 1966
211p
In this contemporary story "17 year old Eleni expects to marry Phaethon, a fellow Greek Cypriote, but she becomes puzzled and frightened by the violent change that comes over him after he joins the terrorist army EOKA. She is drawn instead to Raphael....

1 Cyprus-fiction I title

1. Is this an author, title, or subject card?_____

2. Who wrote this book?_____

3. What is the title of this book?_____

_____

4. Is this book illustrated?_____

5. Give one of the subject headings._____

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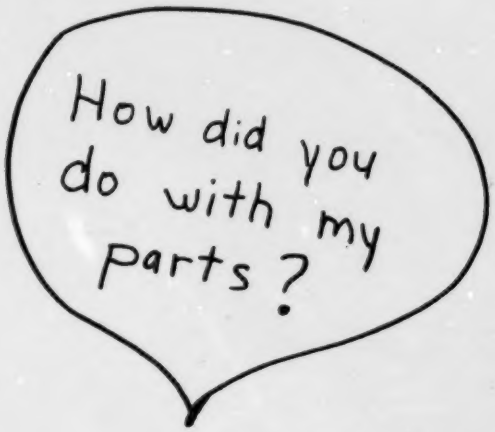
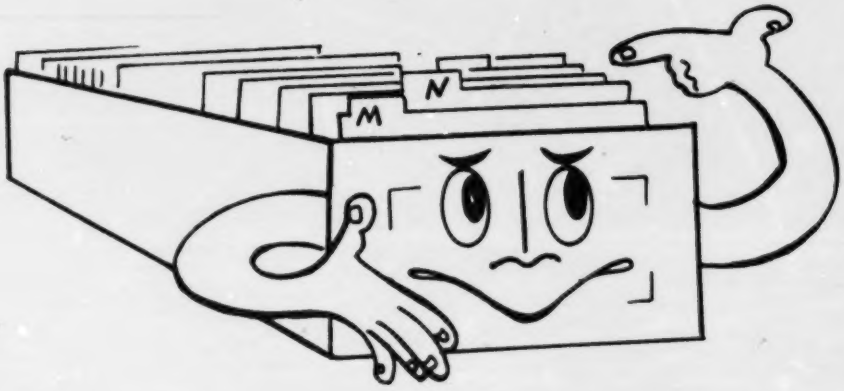
CARD CATALOG

6. How many pages does this book have?_____
7. What is the classification number?_____
8. Does this book have an annotation?_____
9. Who is the publisher?_____
10. What is the call number?_____
11. What is the copyright date?_____





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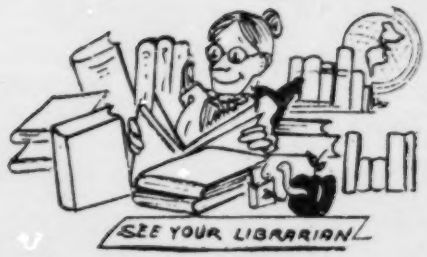
CARD CATALOG



If you would like extra credit, you may take the following tests and receive extra grades in the grade book.

548 CRYSTALS
Ste Stewart, Alec T.
Perpetual motion; illus. by Mary Scroggs and Kenneth E. Crook. Doubleday, 1965.
146p illus. Science studies

title CRYSTALS series

1. What kind of a card is this?_____
2. What is tht title of the book?_____
3. Who is the author?_____
4. Is the book illustrated?_____
5. If illustrated, are the illustrators' names given?_____
6. What is the name of the publisher?_____
7. What is the classification number?_____
8. What is the copyright date?_____
9. What is the call number?_____
10. Is there an annotation?_____
11. What is the name of the series?_____
12. Give a subject heading listed on the card._____

_____

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CARD CATALOG

CIPHERS
652.8 Rothman, Joel
Rot Secrets with ciphers and codes, by Joel Rothman and Ruthven Tremain. Macmillan 1969
32p illus.

Illustrated by Ruthven Tremain.
This book presents codes and ciphers, varying in their degree of difficulty, with messages to be encoded and decoded. Some of the systems such as numbers, rearranged letters, colored geometric shapes and dots are included.

1 Ciphers 2 Cryptography I Jt. auth II title

1. What kind of card is this?_____
2. What is the call number?_____
3. What is the title?_____
4. How many subject headings are there? _____
5. Who is the publisher?_____
6. How many pages does the book have?_____
7. Does the card have an annotation?_____
8. What is the copyright date?_____
9. List two subject headings._____

_____

10. What is the classification?_____
11. Is the book illustrated?_____
12. Who is the author?_____

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COMMUNICATIONS - LIBRARY A & B

CARD CATALOG

629.45
Coo

Coombs, Charles
Project Mercury; illus. by Robert G. Smith. Morrow, 1960.
62p illus.

Describes the research and technology that are being used to launch a manned capsule into outer space

1 Space flight 2 Mercury project
I T

1. Is this an author, title, or subject card?_____
2. Who wrote this book?_____
3. What is the title of this book?_____
4. Is this book illustrated?_____
5. Give one of the subject heading._____
6. How many pages does this book have?_____
7. What is the classification number?_____
8. Does this book have an annotation?_____
9. Who is the publisher?_____
10. What is the call number?_____
11. What is the copyright date?_____

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CARD CATALOG

Practical pottery and ceramics
738.3 Clark, Kenneth
Cla Practical pottery and ceramics. Viking Press, 1964.
80p illus.

1 Pottery 2 Ceramics 3 Clay I title

1. What kind of card is this?_____
2. Does this card have an annotation?_____
3. Is the book illustrated?_____
4. What is the title of the book?_____

_____

5. What is the classifiction number?_____
6. Who is the author?_____
7. Who is the publisher?_____
8. What is the call number?_____
9. List one of the subject heading._____
10. How many pages does the book have?_____

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CARD CATALOG

Here is an interesting and challenging activity. If you can do it correctly, it will mean that you completely and thoroughly understand all parts of the catalog card. Show the results to your librarian and he/she will check it and put your grade in the grade book. Check back to see the exact form to use and the proper indentions. The proper indentions must be used if you are to get full credit and top grades. After you have finished (use pencil in case you have to erase), look back at the sample cards on previous pages to see if your card matches in all particulars.

Here is the activity. Make a catalog card for the following book from the information given.

An author, Aloysius Q. Zilch, has written a great big best-selling book names Feet. This is a fiction book about how these giant feet are walking all over the world destroying everything in their path. The hero, Leander O. Goodbody, and the heroine, Lotsa Luck, have figured out a way to stop Feet, but will they be in time to prevent the destruction of the entire planet? The publishers are Take-a-Chance, and the book was copyrighted in 1976. There are 26 pages and it has illustrations showing Feet demolishing San Francisco, Moscow, Anchorage, Venice, etc. Subject headings might be Monsters-Fiction, Feet-Fiction, etc. Make your catalog card inside the following form.

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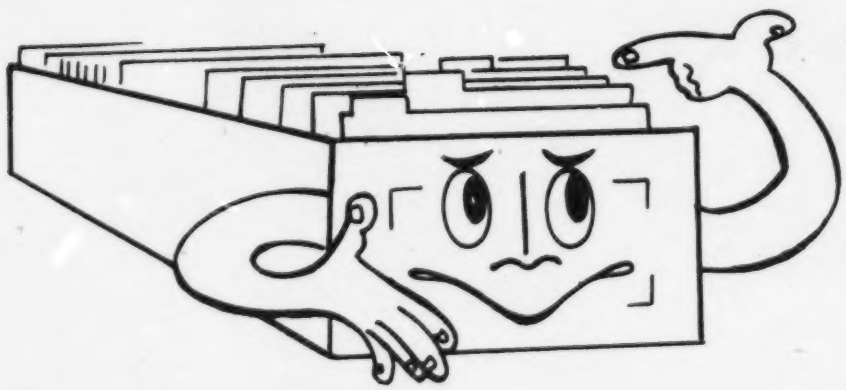
CARD CATALOG

Use information on page 21 to fill out this card.



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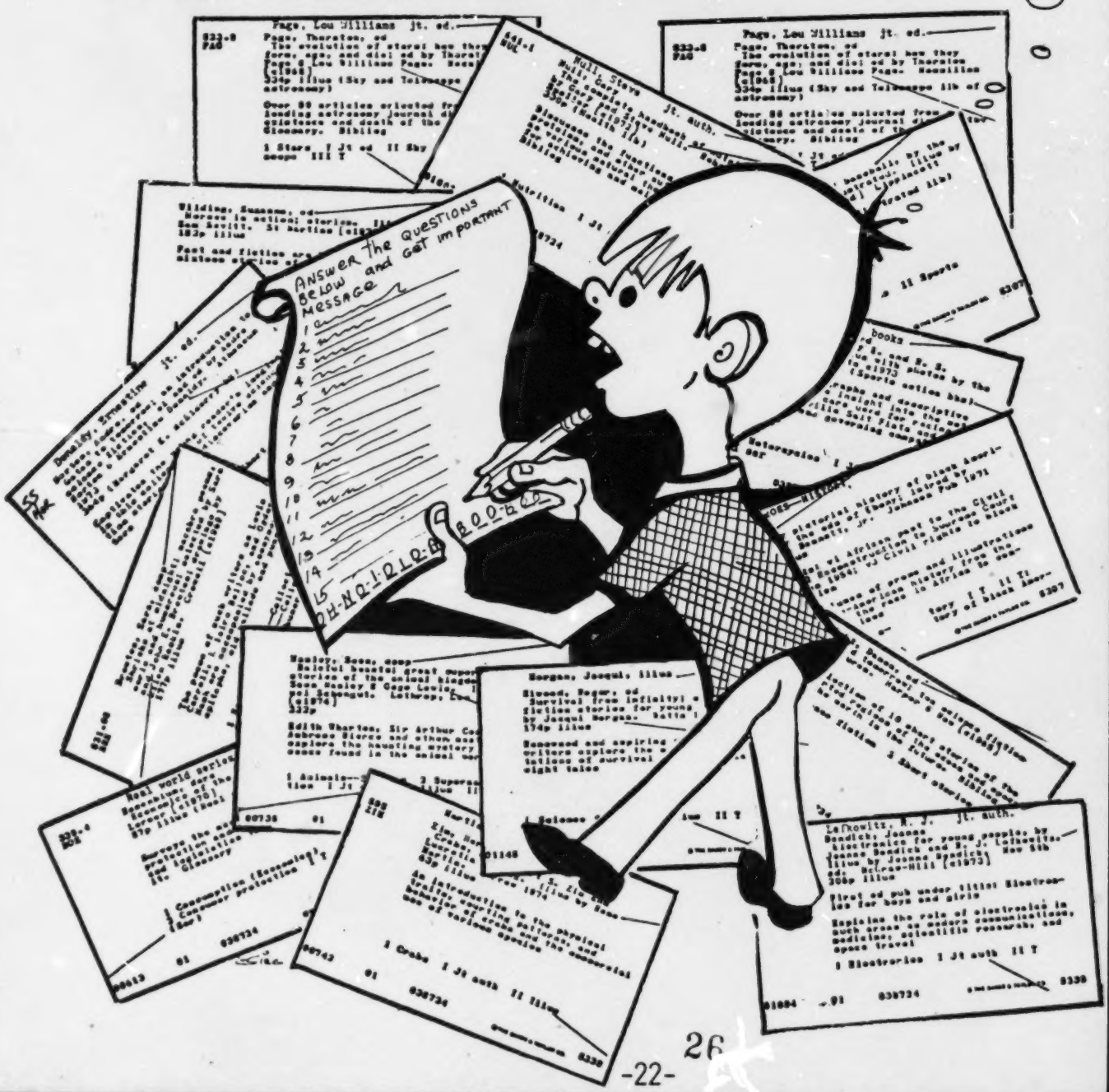
CARD CATALOG

If the first letter of every question spells out a message, it most be in Secret Code because I don't Get it.

Now let's see if you are ready to do this game!

Here are 15 catalog cards. Please read and answer the questions that follow them. If you answer all the questions correctly, the first letter in each answer will spell out an important message!

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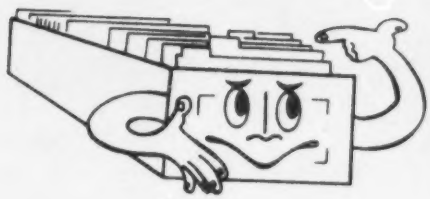
COMMUNICATIONS - LIBRARY A & B

CARD CATALOG



BLA
Blatty, William Peter
I'll tell them I remember you.
Norton [c1973]
172p

The author explains his mother's great influence on him life as he reminisces about a Manhattan childhood, college years, and his early writing career

1

1 Blatty, Mary I T

495 01 038724 ©THE BAKER & TAYLOR CO 5239

796.332
OTG
Olgin, Joseph
Illustrated football dictionary for young people. Illus by Larry Sutton.
Harvey [c1975]
124p illus

Explains important, currently used terms pertaining to professional and collegiate football

2

1 Football--Dictionaries I I

00406 01 038724 THE BAKER & TAYLOR CO 5239

973.7
KAT
Katz, William Loren
An album of the Civil War. Illus with original prints and photos.
Watts 1974
83p illus

The original photographs and drawings of slaves, soldiers, political figures, and military leaders that accompany the text shed light upon the causes, battles, and outcome of the Civil War. Biblio

3

1 U.S.--History--Civil War 2 U.S.--History--Civil War--Causes I T

01121 01 038724 © THE BAKER & TAYLOR CO 5239

398.87
HOK
Hoke, Helen, comp
The big book of jokes; selected and told by Helen Hoke; pictures by Richard Erdoes. Watts [c1971]
200p illus

Anecdotes, one-liners, and after-dinner stories are presented with appropriate illustrations

4

1 Anecdotes 2 Wit and humor I T

123 01 038724 © THE BAKER & TAYLOR CO 5239

F
CLA
Clarke, Arthur C.
Rendezvous with Rama. Harcourt Brace Jovanovich [c1973]
303p

During the twenty-second century, a space probe's investigation of a mysterious, cylindrical asteroid brings man into contact with an extra-galactic civilization

5

1 Science fiction I T)

01156 01 038724 © THE BAKER & TAYLOR CO 5239

595.7
EAR
Earle, Olive L.
Crickets. Morrow [c1956]
unp illus

Examination of the musical cricket, its life cycle and structure, the various species, and its feeding and living locations

1 Crickets I T

6

00743 01 038724 © THE BAKER & TAYLOR CO 5239

This is advertising

659.1
ROO
Rood, James Playsted
This is advertising. Crown [c1968]
186p (Young adult b&s from Crown)

Discusses the social and economic aspects of advertising; the work of major agencies; and the special requirements of television, radio, magazines, and newspapers

7

1 Advertising I T

205 17 038724 © THE BAKER & TAYLOR CO 5239

MYTHOLOGY

398.2
MCH
McHargue, Georgess
The impossible people; a history natural and unnatural of beings terrible and wonderful; illus by Frank Bozzo. Holt, Rinehart & Winston [c1972]
169p illus

Analyzes and describes the mythological beings found in American and European folklore who have captivated man's imagination through the centuries. Biblio

8

1 Mythology 2 Folklore 1 Illus
II T

00483 01 038724

LAP 3 - LIBRARY SKILLS

COMMUNICATIONS - LIBRARY A & B

CARD CATALOG

808.1
BOY

Boynton, Robert W.
Introduction to the poem; by Robert W. Boynton and Maynard Mack. Rev 2d ed. Hayden [c1973]
221p (Hayden ser in literature)

Offers guidance in understanding the meaning, subject, and theme of a poe and explains various poetic devices

9

1 Poetics 2 American poetry--Collections 3 English poetry--Collections I Jt auth II T

00850 01 038724 5239

Backpacking

796.5
GIB

Gibbs, Tony
Backpacking. Watts 1975
66p illus (Concise guide)

Helps backpackers prepare for a hike by discussing physical conditioning, equipment, campsite selection, menu planning, map reading, and navigation. Biblio

10

1 Backpacking 2 Camping I T

122 01 038724 5239

668
EDW

Edwards, Lauton
Industrial arts plastics. Bennett [c1964]
280p illus

A guide to the use of plastics in a high school industrial arts program including sample projects. Glossary

11

1 Plastics 2 Handicraft I T

00668 01 038724 5239

Nelson, John, illus

B
KIN

Olsen, James T.
Billie Jean King: the lady of the court. Illus by John Nelson. Creative Education; distr by Childrens Pr c1974
31p illus (part col) (Creative's superstars)

Sketches the personality, life, and career of the outspoken championship tennis player who has worked hard changing the traditional image of the sport

12

1 King, Billie Jean 2 Tennis I Illus II T

00453 01 038724

GOLF

F

Deegan, Paul J.
Jack Nicklaus: the golden bear; by Paul Deegan. Illus by John Nelson. Creative Education; distr by Childrens Pr c1974
unp illus (part col) (Creative's superstars)

A biography of the leading American golfer that describes his diligent training and professional accomplishments

13

1 Nicklaus, Jack 2 Golf I Illus II T

01 038724 5239

ECOLOGY

574.5
BRC

Brooks, Maurice
The life of the mountains; published in cooperation with The World Book Encyclopedia. McGraw-Hill [c1967]
232p col illus col maps (Our living world of nature)

The beauty and the vastness of the mountains of North America are shown in text and color photographs

14

1 Ecology 2 Mountains 3 National parks and reserves--U.S. I T

01083 01 038724

793.7
CAR

Carlson, George
Jokes and riddles. Comp and illus by George L. Carlson. Platt & Munk [c1958]
92p illus

Jokes and riddles accompanied by humorous illustrations for children's parties or family fun

15

1 American wit and humor 2 Riddles 3 Children's literature I T

01013 01 038724

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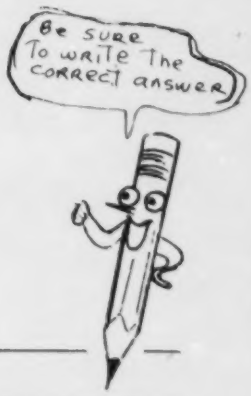
CARD CATALOG



Here are the questions.

1. On card number 1, is there an annotation?_____
2. On card number 2, the author's name is_____
3. On card number 3, both the subject headings start with the letter_____
4. The first word of the annotation in card number 4 is_____
5. The title of the book on card 5 begins with the letter_____
6. The author's name on card 6 is_____
7. Give the title of the book on card 7_____
8. The publisher's name in card 8 is_____
9. The third subject heading given on card 9 is_____
10. The publisher's name on card 10 is_____
11. The title of the book on card 11 is_____

    _____
12. The name of the illustrator on card 12 is_____
13. The first subject heading on card 13 is_____
14. The subject heading on card 14 is_____
15. The second subject heading listed on card 15 is_____

The secret message reads_____

_____

LAP 3 - LIBRARY SKILLS

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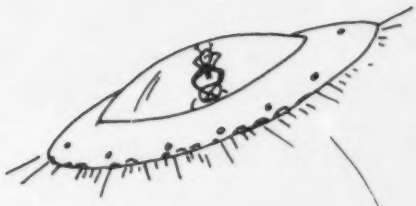
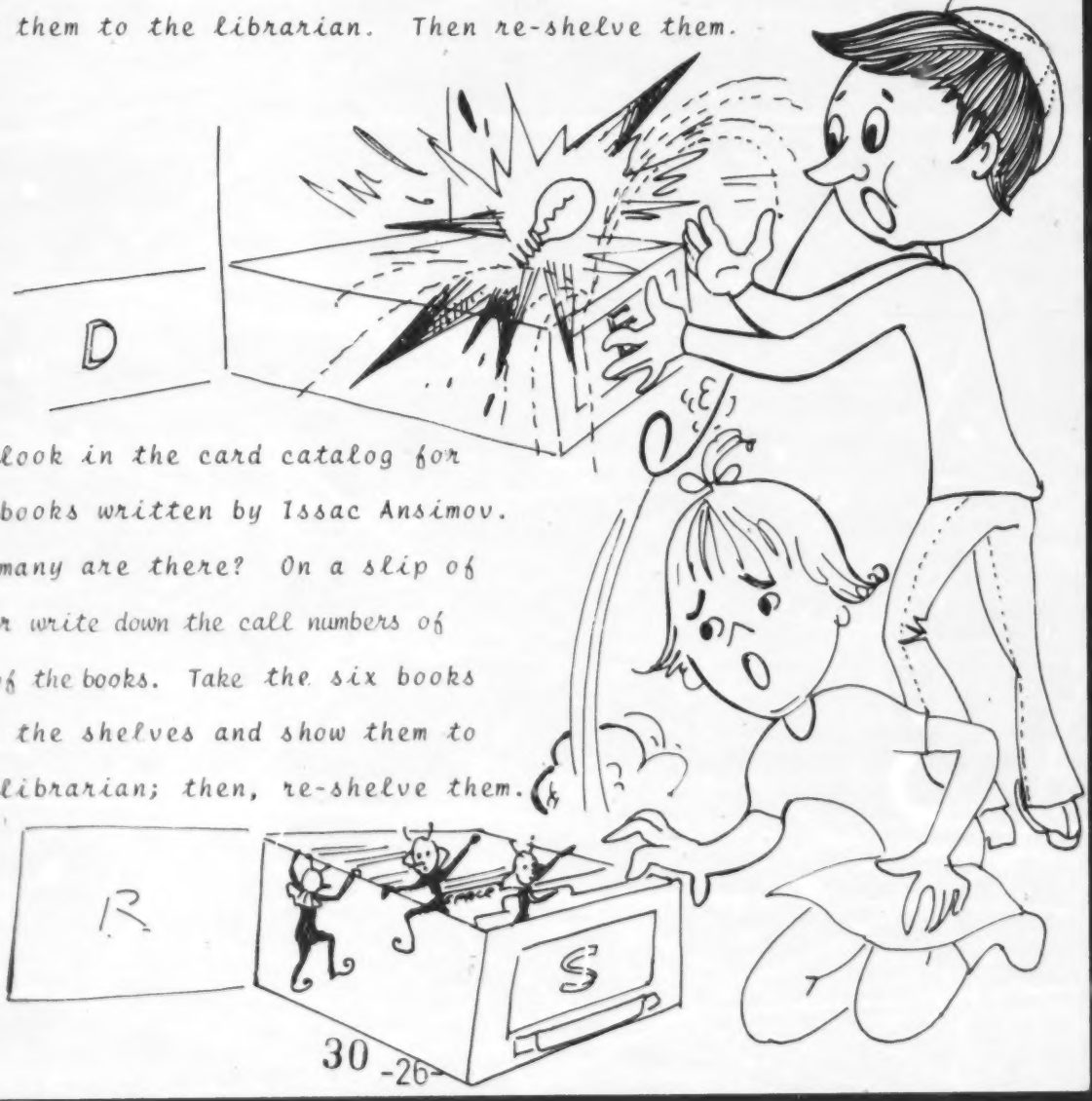
CARD CATALOG



Now with a pair of scissors, cut out all 15 of the sample cards. Alphabetize them correctly, as though they were going to be put into the card catalog. Show the cards to the librarian.

Now go the card catalog and on a slip of paper, jot down the call numbers of every book you can find on electricity. How many were there? Go to the shelves with your note and pull off all the books dealing with electricity. Take them and show them to the librarian. Then re-shelve them.



Now look in the card catalog for all books written by Issac Ansimov. How many are there? On a slip of paper write down the call numbers of six of the books. Take the six books from the shelves and show them to the librarian; then, re-shelve them.

LAP 3 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Now go to the card catalog and look under these titles until you find any one of them:

From the mixed-up files of Mrs. Basil E. Frankweiler
The First Book of Chess
Little Women
A Wrinkle in Time
The Sea Around Us

Find and bring one of them to the librarian, then re-shelve it. (For extra credit bring others.)